

CARE APPROVING OFFICIAL CHECKLIST

1. Approving officials are required to maintain a hardcopy log or ledger; an Excel Spreadsheet works fine, designed to track expenditures on all assigned management accounts.
2. Approving officials must approve and verify funds availability prior to all cardholder purchases. (I will definitely check for this on my surveillances)
3. Approving officials must make timely log entries to confirm funds status at all times and not lose sight of the account balance. (Remember to review Cardholder Accounts for any credits and rebates)
4. Approving officials should ensure cardholders are properly documenting purchases in CARE and that purchases are made in accordance with procedures found in AFI 64-117. This AFI is available for downloading from the AF pubs. web page.
5. Approving officials can review Cardholder Accounts in CARE by selecting "Transactions Management" on the CARE menu screen.
6. All assigned Management Accounts will download under the "Management Accounts" tab. Select the desired Management Account by highlighting it. This step will display a list of the last six billing cycles.
7. Select the desired cycle by highlighting it. A cycle summary will appear at the bottom half of the screen.
8. To review or approve a specific Cardholder Account, click the "Cardholder Accounts" tab.
9. Select the Cardholder Account you want to review by highlighting it.
10. To review the cardholder's purchases and approval status of transactions on the cardholder account, highlight the cardholder and click on "Transactions" tab.

11. To check appropriate purchase log entries, stay in the "Transactions" tab and after highlighting the desired transaction click on the "Log Detail" tab located at the bottom half of the screen.

12. If you note that a transaction has already been approved, yet there is no entry in the "Log Detail" tab under "Transactions", then the cardholder is not properly reconciling purchases. What is possibly happening is that the cardholder is completing the "Log Detail" tab under "Transactions Log" tab and not reconciling and saving the log entry into the permanent log under the "Transactions" tab. This cardholder is circumventing the system and just automatically approving the bank transactions. Either instruct the cardholder on how to properly log and reconcile a purchase, refer to the appropriate web-based training lesson or have cardholder see the A/OPC Manager for refresher training on this procedure.

13. Anytime the Approving Official does not approve cardholder's statement, he/she will notify the cardholder by phone or e-mail. When cardholder has correctly approved his/her statement they have to notify the Billing Official that correction has been completed. Approving Official must check cardholder's transaction log again before approving statement.

14. Alternate Approving Officials will receive their own password. When you open up Transaction Management in C.A.R.E. the managing accounts will be under the Approving Official's name. You as the Alternate Approving Official can click on their name to obtain access to the accounts. Alternate Approving Officials will follow the same procedure as Approving Officials, whenever the Approving Official is not available.

15. To approve a Management Account for payment, check that all the cardholder accounts under that Management Account have been reconciled. Both individual purchases and the overall account approvals must have been accomplished.

16. If the Cardholder Accounts are reconciled and approved, the Approving Official can select the desired management account and using the activated "Certify Invoice" button okay the accounts, one at a time, for payment at the end of the billing cycle.

17. Approving Officials have the ability to reject a cardholder's approved transactions. Coordination with cardholder on rejected transactions is critical to avoid misunderstandings and avoid unnecessary payment delays. (Remember the sooner we pay the Bank, the higher the rebate you will see in your accounts.)

18. Approving Officials have up to 60 days after the cycle to certify invoice. If invoice is not certified within the period on the 61 day the managing account will be reduced to \$1.00. The Commander will have to determine the disciplinary action.

19. Approving Official are reminded of the annual requirement to do a surveillance of 100% of their assigned cardholders' accounts. The Cardholder Surveillance Checklist can be found in the GPC web page.

20. Finally, call the A/OPC on any unique or complex issues regarding CARE.

21. Do not compare paper statement with C.A.R.E. Paper statement has prior payments. C.A.R.E. has only the transaction processed during the cycle.